

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Human Resources	(2) MEETING DATE 8/18/2015	(3) CONTACT/PHONE Tami Douglas-Schatz 781-5959	
(4) SUBJECT Submittal of a resolution approving the new classification and establishing the salary range of Locksmith I, II and amending the Position Allocation List for Fund Center 113 – General Services, by deleting 2.00 FTE Locksmith – Maintenance Worker positions and adding 2.00 FTE Locksmith I, II positions. All Districts.			
(5) RECOMMENDED ACTION It is recommended that your Board approve a resolution establishing the new classification series and salary range for Locksmith I, II and amending the Position Allocation List (PAL) for Fund Center 113 – General Services.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT { <b>X</b> } Consent    { } Presentation                      { } Hearing (Time Est. ____ )    { } Board Business (Time Est. ____ )			
(11) EXECUTED DOCUMENTS { <b>X</b> } Resolutions    { } Contracts    { } Ordinances    { } N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A { } 4/5 Vote Required        { <b>X</b> } N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY { <b>X</b> } N/A    Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW  Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Human Resources / Tami Douglas-Schatz  
781-5959

DATE: 8/18/2015

SUBJECT: Submittal of a resolution approving the new classification and establishing the salary range of Locksmith I, II and amending the Position Allocation List for Fund Center 113 – General Services, by deleting 2.00 FTE Locksmith – Maintenance Worker positions and adding 2.00 FTE Locksmith I, II positions. All Districts.

## **RECOMMENDATION**

It is recommended that your Board approve a resolution establishing the new classification series and salary range for Locksmith I, II and amending the Position Allocation List (PAL) for Fund Center 113 – General Services.

## **DISCUSSION**

The Human Resources Department (HR) is responsible for overseeing and maintaining the County's job classification system. The review, update, and development of new job classifications is a continuous process that helps to ensure that the duties, responsibilities and qualifications of a position are accurately described.

At the request of an incumbent Locksmith – Maintenance Worker, HR staff conducted a review of the Locksmith – Maintenance Worker class specification. The incumbent believed that the existing class specification did not accurately describe the duties of the position. In addition to Locksmith duties, the existing specification described a position that performed general maintenance duties such as: plumbing, electrical and finished carpentry work. HR's review of the duties revealed that the two incumbents exclusively performed Locksmith related duties. The additional construction related duties were no longer part of the incumbents' job duties. Moreover, new technologies related to electromechanical locking mechanisms, key fobs and automated locks have changed the duties typically associated with Locksmiths. HR reviewed the County's Classification System and analyzed public and private sector Locksmith job descriptions to ensure the duties, responsibilities and qualifications of the position were accurately reflected in the new specification. The review and analysis of the information collected led HR to develop a new class series, entitled Locksmith I, II.

The Civil Service Commission approved the new job specification, which provides for both an entry-level and experienced level positions in the series. The recommended salary is appropriate for the classification's level of duties, complexity, independence and decision making authority and is consistent with the County's salary setting methodology.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

The County Administrative Office and SLOCEA reviewed the specification and agree with the new classification. The Civil Service Commission approved the new class series on August 27, 2014. Issues

related to appealable matters and salary setting were brought forth by the incumbent. Subsequent discussions with the incumbent and his representative resolved the concerns pursuant to the rules of the Commission.

### **FINANCIAL CONSIDERATIONS**

There is no financial impact associated with the approval of this new class series because the salary range is equal to the previous classification.

### **RESULTS**

This action will establish the new class series that accurately describes the duties, responsibilities and minimum qualifications for these positions. The new class will also assist in attracting and retaining qualified staff, thus contributing to a well-governed community.

### **ATTACHMENTS**

1. Locksmith I II Job Specification
2. Salary & PAL Resolution